

DDA 81-1027

15 MAY 1981

MEMORANDUM FOR: Director of Communications  
Director of Data Processing  
Director of Finance  
Director of Information Services  
Director of Logistics  
Director of Medical Services  
Director of Security  
Director of Training and Education

FROM: Harry E. Fitzwater  
Deputy Director for Administration

SUBJECT: Career Boards and Panels

REFERENCE: Memorandum For Office Directors (DDA 81-0723)  
dtd 7 April 1981; Same Subject

1. The goal of the referent memorandum was to reduce the amount of time devoted to career panel activities. I have been advised that a number of Offices are experiencing difficulties reducing panel membership to three voting members. Since the purpose of this policy was neither to unduly restrict career panel activities nor to force the creation of additional panels, you are to consider the reduction in panel membership as a career service guideline only. Where panels can be reduced to three voting members, you should take appropriate action; where this is not practical, proceed as you see fit.

2. The policy regarding the restriction of Value to the Agency Rankings to once a year remains unchanged.

15/  
Harry E. Fitzwater

*NO change in ODP panel & Board procedures required.  
G.D.*

DDA 81-0723

7 APR 1981

MEMORANDUM FOR: Director of Communications  
 Director of Data Processing  
 Director of Finance  
 Director of Information Services  
 Director of Logistics  
 Director of Medical Services  
 Director of Security  
 Director of Training and Education

FROM: Max Hugel  
 Deputy Director for Administration

SUBJECT: Career Boards and Panels

1. After reviewing the Agency's comparative evaluation system, it is clear to me that this system is highly effective in meeting the needs of management and employees. The efficiency of the process by which we carry out this system, however, can stand some improvement. Stated simply: we devote a great deal of time to career board and panel activities. Although there are a number of modifications I am exploring for possible future use, there are two that should be implemented immediately:

A. Career panels will be composed of three voting members. Career board membership will remain unchanged. In addition, each career board/panel will have one non-voting career management/personnel advisor to perform the required staff work and ensure that Agency and career service personnel policies are followed.

B. Value to the Agency rankings will be restricted to once a year. You may continue to promote annually or semi-annually. If you choose the latter, the semi-annual ranking will be restricted to a promotion ranking only based on the annual value to the Agency ranking conducted six months earlier. This policy will be implemented immediately in subgroups which promote on an annual basis. Those subgroups promoting semi-annually will implement this policy following completion of fiscal year 1981 semi-annual (optional) promotions.

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SUBJECT: Career Boards and Panels

2. If you have questions concerning the implementation of these new policies, please contact the DDA/CMO on extension

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/s/ Max Hugel

Max Hugel

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